EMPLOYER WAGE INTAKE – ON-LINE WAGE REQUEST RESPONSE

Effective 3/30/2017, requests for wage information must be responded to on-line using the Employer Wage Intake website. When needed, a notification letter will be sent that provides website and logon information to respond to the following important requests:

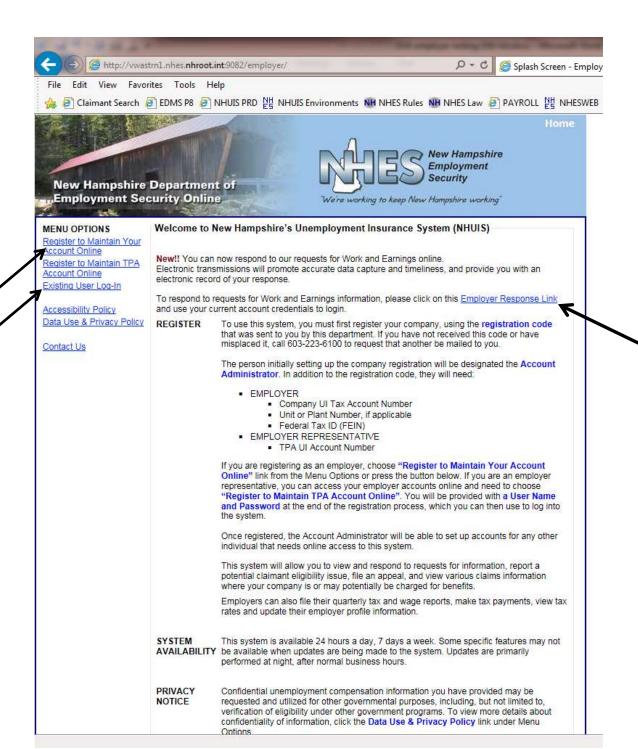
- Request for Weekly Work & Earnings from Benefit Payment Control (specific periods requested)
- Request for Quarterly Wage Information (usually 5 quarters)
- Request for Qualifying Wage Information (5 weeks)
- Request for Concurrent Weekly Work & Earnings (6 weeks)

STEP 1: You will receive a letter (US Mail or email notification depending on your chosen communication preference) with a Reference #, deadline for response and directions to the Employer website. The NHUIS employer website address is https://nhuis.nh.gov/employer/

New Hampshire Employers with a NH Employer Account

If you have an existing NH Employer Account Number for purposes of filing NH Quarterly Tax & Wage Reports, but have not yet registered to do so on-line, you need to Register to Maintain Your Account Online to set up your User Name and Password. You will need your NH Employer Account Number, your FEIN and a NHES Registration Number. Please call 1-603-223-6100 if you do not know your NHES Registration Number.

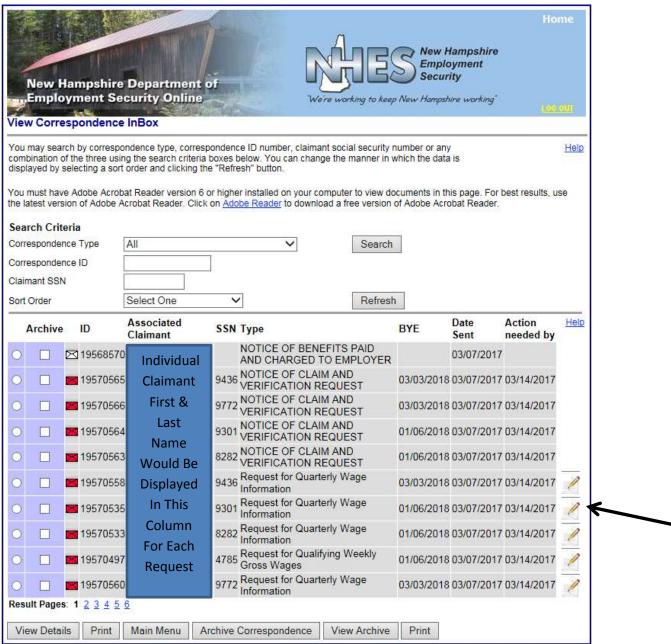
If you have already registered, use your existing credentials to logon to either this main NHUIS website using <u>Existing User Log-in</u>, or the EWI website directly accessible via the <u>Employer Response</u> <u>Link</u>.



After logging in to the main NHUIS website, you may go to View Correspondences to see **all** notices sent to you, including but not limited to the various requests for wage information that you might receive. There will also be an **Alert!!** message at the top of your Main Menu if there are any new wage requests that need to be responded to. You could choose to go directly to the special area to respond to wage requests by using the <u>Employer Response Link</u> contained in the **Alert!!** message.



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If you choose to View Notices and Correspondence, ALL notices and correspondence will be displayed. Any notice with a pencil icon to right hand side of the page is a wage request that can and must be responded to on-line. Click the pencil icon to go to the special website and respond to on-line request.





Welcome to New Hampshire's Wage Intake Application



- Internet Explorer 11 (or Higher) Download
- Firefox 4 (or higher) Download
- Google Chrome (latest version)
 Download



SCAM ALERT: Please be aware that the only email that we will send you is one that tells you that you have correspondence that can be viewed through this system. For your safety, our emails do not include the link to this system.

Please refer to the <u>EMPLOYER WAGE INTAKE (EWI) REFERENCE DOCUMENT</u> for detailed information about the types of requests an employer may receive.Responding promptly to any request for information from this department protects the Trust Fund and employer tax rates.

NOT A REGISTERED USER?

If you are a registered New Hampshire employer who would like to use this system, you must first establish yourself as an authorized user of the New Hampshire Unemployment Insurance System (NHUIS).

To do so, please click on https://nhuis.nh.gov/employer/ to first register your company as a user of NHUIS, using the **registration code** that was sent to you by this department. If you have not received this code or have misplaced it, call 603-223-6100 to request that another be mailed to you.

Once your company and you have been registered as users of NHUIS, you may return to this website to respond to our request for wages and/or other work and earnings information.

FORGOT YOUR PASSWORD?

If you have forgotten your password, you may reset it by clicking on https://nhuis.nh.gov/employer/ and clicking on the Forgot Password link on the page on which your password is sought.

SYSTEM AVAILABILITY

This system is available 24 hours a day, 7 days a week. Some specific features may not be available when updates are being made to the system. Updates are primarily performed at night, after normal business hours.

PRIVACY NOTICE

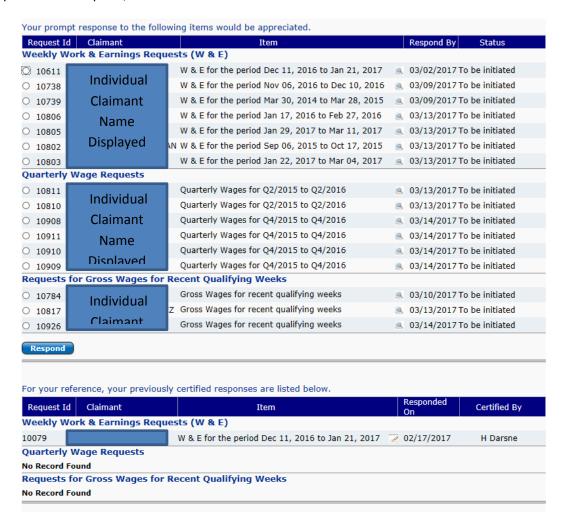
Confidential unemployment compensation information you have provided may be requested and utilized for other governmental purposes, including, but not limited to, verification of eligibility under other government programs. To view more details about confidentiality of information, click here or on the Data Use & Privacy Policy link.

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Temporarily, you will need to log-on again with your same User Name and Password. In the future (expected completion by January 2018), we will be combining the website logons.

Once logged on to the Wage Intake Application, you will be presented with requests on file for on-line response. To respond, click the Radio Button in front of the record and then the RESPOND.

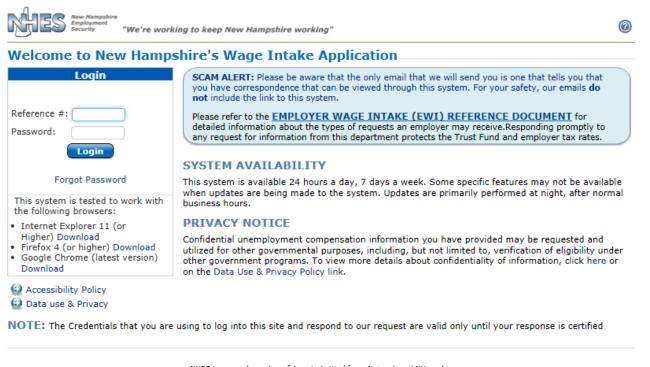


Employers outside of New Hampshire and/or without a NH Employer Account Number

You will receive a paper notice with a one-time logon and the website address to the Employer Wage Response (EWI) website. The EWI website address is https://nhuis.nh.gov/wageintake/login

Each notice will have a separate one-time logon. It is not possible for you to establish a permanent logon unless you are a New Hampshire employer with a NH Employer Account Number.

Once on the EWI webiste, you will be presented with a Login screen. Enter the REFERENCE # (also referred to as the Login ID) and Password provided in the request notice.



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You will be presented with a screen to gather contact information and establish a temporary password. This password is ONLY for this specific document and can only be used to return to this specific document until such time as you respond and certify your responses. For example, you can view the notice, then logout and gather the information you need and log back in that day or any day prior to the deadline to complete and certify the response.

If/when you re-log in to the EWI website to finish a specific response, use the same REFERENCE # and the new password that you created. You may use the same password from multiple REFERENCE #'s.

ontact Informati	on	
Your Contact Inform	ation:	
* First Name:		
Middle Initial:		
* Last Name:		
* Job Title:		
* Email Address:		
* Telephone #:	- Extension	
Company Information	n:	
* Company's FEIN:	☐ Our Company does not have an FEIN	
	ase select a password that is different from the temporary one that was provided quest Notice	on the
* Please select a no	Must be at least 6 characters long and must income number and one letter	clude at leas
* Re-enter passwo	rd: PASSWORDS ARE CASE SENSITIVE	

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When you finish completing the Contact information screen, click NEXT and you will be presented with a response screen specific to the notice you received. Click the radio button for the record and the RESPOND button. The various notices you may receive are detailed later in this document.

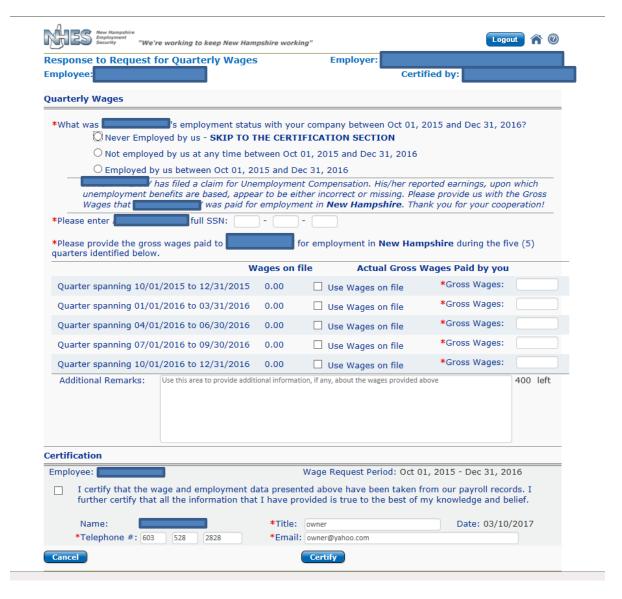


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Quarterly Wage Request

These requests are generated when it appears that one or more quarters of wages have not been reported to this department based on the dates of employment supplied by an individual filing for unemployment benefits.

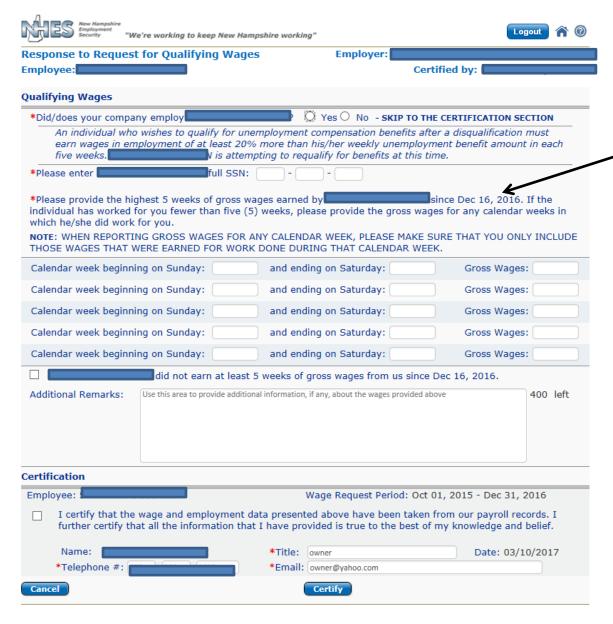
You will be presented with a screen to choose an answer regarding the individual's employment period and enter the social security number you have on file for the individual. Reported wages, if any, that this department has on file will be displayed, with an option to accept those wages or enter a corrected amount for each quarter. There is also an area to enter additional remarks if needed. Certify your answers by clicking on the CERTIFY button. Once you certify your answers, the agency is notified and you will be presented with a Confirmation screen. You can print this screen using your browser Print button. Click CANCEL to return to the Wage Intake Application to respond to another notice or to view previously certified notices.



Request for Gross Wages for Recent Qualifying Weeks

These requests are generated when an individual has filed for unemployment benefits and has a potentially disqualifying separation prior to employment with your company. The agency is seeking to determine whether the individual earned sufficient wages with your company to remove the disqualification. NOTE: This request does NOT mean that your account is going to be charged for benefits, if allowed.

You will be presented with a screen requesting Week Beginning Sunday and Week Ending Saturday dates and gross wages for the five (5) highest weeks of gross wages worked since a specific date. You will also be expected to enter the social security number you have on file for the individual. There is an option to enter additional remarks.



Certify your answers by clicking on the CERTIFY button. Once you certify your answers, the agency is notified and you will be presented with a Confirmation screen. You can print this screen using your

browser Print button. Click CANCEL (or CLOSE) to return to the Wage Intake Application to respond to another notice or to view previously certified notices.

Weekly Work & Earnings Requests

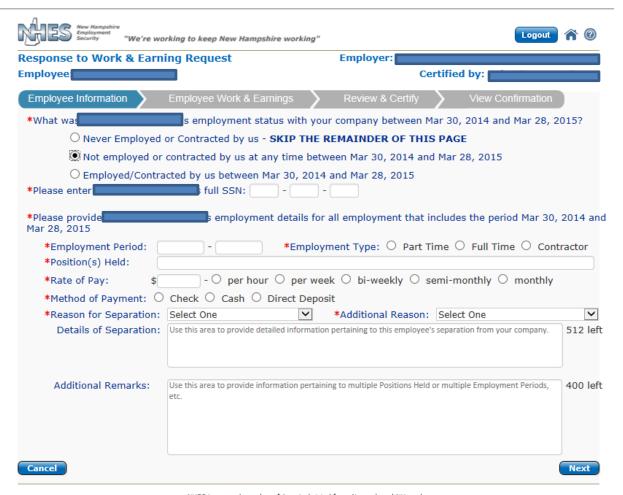
There are two types of these requests. The most common request is generated by our Benefit Payment Control Unit. The request can be for any number of specific calendar weeks. The first screen presented is about the employment period with your company. Choose the appropriate Radio Button , enter the Social Security Number you have on file for this individual and any additional information requested and click NEXT.

You will be presented with one of the following two screens, depending on which department generated the request.



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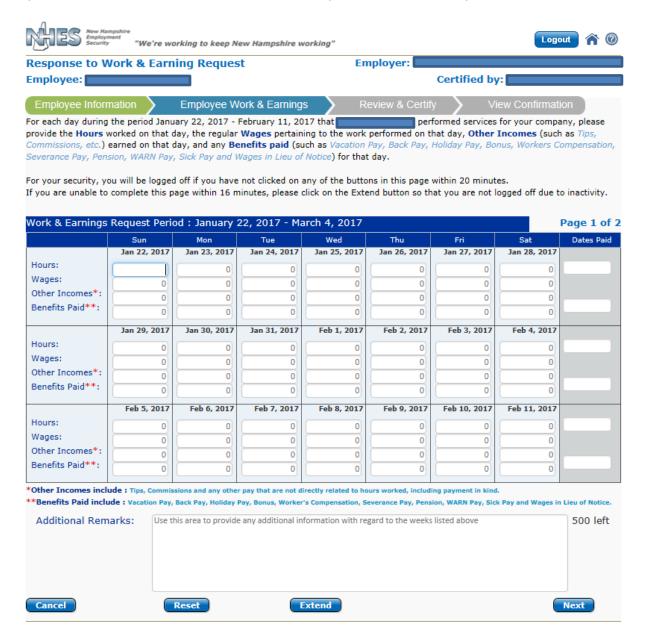
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The next screen presents a grid to enter wages earned. The page presents 3 weeks at a time. Please enter the hours worked and gross wages earned for each day. If any Other Income (such as tips or commissions) or Benefits Paid (such as vacation pay or bonus), please enter in the appropriate fields. Also enter the date(s) the monies for each week were or will be paid. Once the presented weeks are complete, click the NEXT button. Continue until all requested weeks are completed.

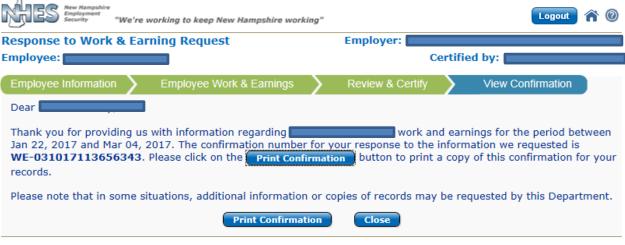


The RESET button will reset only the information on this page. Any information provided on previously presented pages will not be lost.

There is a twenty-minute timer for completing the response. If you receive a pop-up message that the timer is about to run out and you need more time, click the EXTEND button.

Once completed, a Confirmation page will be presented with the ability to view and verify each week, totaled based on your prior daily entries. Certify your answers by clicking on the CERTIFY button.

Once you certify your answers, the agency is notified and you will be presented with a Confirmation screen and opportunity to print your response. Click CLOSE to return to the Wage Intake Application to respond to another notice or to view previously certified notices.



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